

**HANOVER TOWNSHIP MENTAL HEALTH BOARD**  
**MINUTES of the PLANNING AND BY-LAWS COMMITTEE MEETING**  
**October 5, 2017**

The meeting was called to order by Ms. Nelson at 5:33 P.M.

**Roll Call:** Meghan Nelson, Kathy Biesiadecki, Maureen Lue and Deb Sirchia. Also present MHB Manager, Kristin Vana and Mary Jane Garvey, MHB Member

**Public Comment:** None

**Approval of Planning Committee Meeting Minutes of May 4, 2017:** Motion to approve the meeting minutes for May 4, 2017 was made by Ms. Nelson, seconded by Ms. Biesiadecki. The motion was approved by unanimous vote.

**Mental Health Board Community Needs Assessment Planning:** Manager Vana informed that committee that the next community needs assessment is scheduled to be completed in the Spring/Summer 2018. The Mental Health Board completes a needs assessment every three years and used the findings to create the Mental Health Board's three year strategic plan. The next assessment will assist the board in developing the FY 20-FY 22 strategic plan. The last several times the assessment has been completed the board has contracted with Health Systems Research, an affiliate of the University of Illinois Rockford. Manager Vana suggested reaching out to a new entity this time in an effort to disclose some new findings. Discussion ensued. Manager Vana will communicate with Center of the Governmental Studies of Northern Illinois to discuss different options to complete a needs assessment and to obtain a quote for the cost of the service. It was noted NIU has a bilingual facilitator and would be able to hold a focus group in Spanish if needed. An update will be provided at the next Planning Committee meeting.

**Annual Funded Agency Quarterly Audit Procedure and Findings:** Manager Vana continues to review the agency audits and will be putting together a procedure for the committee's review and approval. Manager Vana is recommending an audit procedure in order to ensure township residents are being served with the funding the board distributes to its funded agencies. To date, the findings of the audits have been favorable and have only identified a few issues that will be addressed with specific agencies. Overall, the number of non-township residents identified has been low. A written procedure will be presented at the next Planning Committee meeting.

**Hispanic Needs Assessment Update:** Ms. Lue continues to reach out to staff at U-46 in an effort to learn more about the Spanish speaking population the schools work with. Ms. Lue will attempt to coordinate another meeting for herself, Manager Vana and appropriate U-46 staff. It was noted that as the board begins the process of the three year needs assessment next spring, it could be beneficial to include the current Hispanic Needs Assessment with the upcoming assessment. Discussion also took place regarding reaching out to churches within the community that may be able to assist in the board's outreach to the Hispanic population in Hanover Township. This suggestion will be shared with NIU when discussing the needs assessment. In addition, Ms. Biesiadecki will reach out to her Pastor to discuss outreach opportunities.

**Other Business:** Ms. Biesiadecki reviewed the previous discussion on the Bilingual Intern funding program. Concerns that a Bilingual Intern program may not directly serve Hanover Township residents if an agency receiving funding for a bilingual intern did not exclusively serve township residents was discussed at a previous meeting. Manager Vana will look further into an internal bilingual intern. Ms. Biesiadecki also noted that a discussion at the next Planning Committee meeting should take place regarding the use of TIDE transportation funding to the AID day program.

**Adjournment:** There being no other business, Ms. Biesiadecki moved to adjourn the meeting. Ms. Lue seconded the motion. Motion was approved. Meeting adjourned at 6:27 P.M.

Respectfully Submitted,

Kristin Vana  
Mental Health Board Manager